

~~CONFIDENTIAL~~

Seminar Program for Successful Retirement

(Three hour sessions - once a week - seven or more weeks - in homogeneous groups of 15 to 20 people)

A. Employment Series

1. Placement Assistance Available - Non-Fee Charging

- a. The Agency
- b. State Employment Service Offices
- c. College Placement Offices for alumni
- d. Professional Societies' Clearinghouses
- e. Forty-Plus Clubs
- f. Veterans Administration

2. Placement Assistance -- Fee Charging

- a. Private employment agencies
- b. Professional employment agencies

3. Determination of Employment Qualifications

4. How to look for a job

- a. Letters of Application
- b. Resume Preparation

5. Practical Training for Employment Interviews

(Individual counseling and review of interview experiences will be provided.)

B. Counseling Series

1. Retirement Systems Benefits

2. Financial Planning for Retirement

- a. Sources of income, plus tax benefits
- b. Social Security supplementation

- c. Pre- and Post-Retirement budgets
- d. Personal records and affairs
- 3. Supplementary Retirement Income
 - a. Supplementary employment
 - Possibilities, preparation for, how to organize job hunting campaign
 - NOTE: Supplementary individual counseling to be provided those actually preparing for job hunting
 - b. Supplementary self-employment
 - c. Volunteer activities
- 4. Leisure-time Activities
 - a. How to determine skills, interests, aptitudes, self-inventory
 - b. Meaning of work compensatory activities
 - c. Budgeting of time
- 5. Maintenance of Good Mental Health
 - a. Intellectual capacities of older people
 - b. Relationship between physical and mental health
- 6. Health -- Problems of Aging
 - a. Aging process: description
 - b. Establishing good health habits
 - c. Ills which are more common in later years
 - d. Where to retire
 - e. Community health facilities
- 7. Finance and Management of Savings